

Professional Termination Notice Letter

Subject: Notice of MTA Termination - [Agreement Reference]

Dear [Recipient],

We are providing formal notice of our intent to terminate the Material Transfer Agreement dated [date] for [material description] effective [termination date].

[Reason for termination - project completion, change in research direction, etc.]

We confirm that all materials have been [returned/destroyed] in accordance with the agreement terms. We have ceased all research activities using the transferred material and have secured any derivatives or modifications as required.

We appreciate the collaboration and support provided under this agreement. Please confirm receipt of this notice and advise if any additional actions are required for proper closure.

Best regards,

[Your Name]

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